

Pilot Field Model



CAREER DEVELOPMENT AND MENTORING



MWWD

Pilot Field Model

Career Development and Mentoring

DESCRIPTION

The Pilot Field Model for Career Development and Mentoring is an initiative to develop and support the careers of MWWD field employees. This initiative is fully supported by your Director, Assistant Director, Deputy Director of Operations and Maintenance, Deputy Director of Wastewater Collection, and Local 127. The Pilot Field Model will target up to 12 participants from the following classifications: Equipment Technician I & II, Equipment Operator I & II, Plant Technician (primary focus is on PT I's), Pump Station Operator, and Utility Worker I & II.

Field employees have career development needs that are unique. MWWD wants to help meet those needs through a six-month program that will outline a career plan for each participant and provide the opportunity to select a Mentor. Selection of a Mentor involves the evaluation of the participants' Career Plan and the areas he/she wants to develop with the qualities of potential Mentors. The Mentor will meet with the participant monthly to give support, guidance, and resources. Supervisors of participants will attend an orientation meeting that will describe the program and outline their roles and responsibilities.

PROGRAM ELEMENTS

- ◆ **Application Process**
 - Deadline is November 2, 2001
- ◆ **Selection Process**
 - November 2001
 - Management team & Local 127 select participants based upon established criteria
 - Letters sent to those selected
- ◆ **Participant Orientation Session**
 - January 17, 2002
 - Welcome participants
 - Explain program, roles and responsibilities
- ◆ **Career Assessment**
 - January 31, 2002
 - Create Career Plan by defining:
 - skills, values, and interests
 - career and personal objectives
 - training needs
 - Personnel Liaison Analyst Presentation on lists and resources
- ◆ **Mentor Selection**
 - January 31, 2002
 - From a list of names, the participant asks an individual to be a Mentor
 - Mentor agrees to participate
- ◆ **Mentor Orientation Session**
 - February 12, 2002 at 10:00 – 11:30
 - Mentor learns benefits of mentoring
 - Mentor reviews roles, responsibilities and expectations
- ◆ **Supervisor Training**
 - February 14, 2002 at 1:00 – 2:30
 - Describe program
 - Review roles and responsibilities
 - Clarify role of Mentor
 - Explain how to have a Career Plan Discussion
 - Discuss how OCA and OJT are assigned to employees
- ◆ **Monthly Mentoring Meetings**
 - February – July 2002
 - 1 hour/month is recommended but dependent upon Mentor and participant
- ◆ **Specific Training(s)**
 - April – July 2002
 - Will be provided based upon stated needs of selected participants
- ◆ **Graduation**
 - August 15, 2002

*This Program requires attendance to the Orientation Session, Career Assessment Training, and monthly Mentor meetings. Participation is above and beyond your current job responsibilities/workload.



APPLICATION

Selection Criteria:

The FY 2002 Pilot Field Model for Career Development and Mentoring is open to all employees in the following job classifications: Equipment Technician I & II, Equipment Operator I & II, Pump Technician (primary focus is on PT I's), Pump Station Operator, and Utility Worker I & II. Eligible participants must be full-time and permanent employees who have been rated satisfactory or above on their performance plans. Selection will be based upon the following criteria: (1) responses to the application questions, and (2) a cross section of employees from the targeted classifications. The Deputy Director of Operations and Maintenance, the Deputy Director of Wastewater Collection, and Local 127 will approve the final list of participants.

Questions:

Please contact any of us with questions or concerns about the program or application.

Janet Uglow, MWWD Training Program Coordinator (858) 614-5726

Susan Curtin, Career Development Manager (619) 685-1346

Robin Tappey, Career Development Specialist (619) 685-1477

Instructions:

Please submit your application to:

Career Development Program, MS801C

1250 Sixth Avenue

Suite 229, San Diego, CA 92101

or fax to (619) 685-1342

You can also phone in your application by appointment. Please call Toni Bowen, Career Development Program at (619) 685-1345 by October 19, 2001 to reserve a time with someone who will take down your application responses.

Definitions:

Career Development is a process of identifying all the jobs that match one's skills, interests, and values, then pursuing those jobs over the course of several years.

Mentoring is a trusting relationship in which a mentor gives guidance and advice to a mentee on achieving his/her personal and career goals.

Name	
Job Classification	
Current Supervisor	

Division	MS	Work Phone	Email
		()	

AGREEMENT

I understand that if I am selected to participate in the Pilot Field Model, I agree to attend and participate in the required meetings and to develop a personal career development plan.

Signature of Applicant

Date



QUESTIONS

Instructions: Please print or type your responses in the space provided, or attach your responses on 8.5" X 11" size paper.

1. What do you want from a career development and mentoring program?

2. What specific position(s) in the City are you interested in as a future career goal?



3. What additional training/certification do you need to get that position(s)?

4. Do you want a mentor? Explain.



5. List the specific classifications or names of individuals that you are interested in having mentor you.

6. List any other trainings (including OCA opportunities) you have taken in the past two years, and training you are interested in attending.

THANK YOU